



Federal Reporting Guidance

Federal Reporting Period: 07/01/2020-07/31/2020

Federal Reporting Program Year: 07/01/2019-06/30/2020



INTrainingDWD.org

Federal Reporting Submission Highlights

- Program year runs from July 1, 2019 to June 30, 2020.
- Data reporting is open during the program year and during the federal reporting period of July 1, 2020 to July 31, 2020 of the new program year.
- Program data should be reported after each cohort and **MUST** be reported by the federal reporting period.
- Program data **MUST** be submitted by July 31, 2020.
- All program locations with the **Federal Reporting Due** indicator **MUST** complete and submit federal reporting.
- If the program did not serve any students during the federal reporting period, the training provider must indicate this and submit.
- Data is to be reported on any student, regardless of funding source, who enrolls and starts in the associated program.
- Training Providers will be asked to review and confirm the enrollment status for all students who still appear as enrolled past the length of the program.
- Any program that does not submit data by the **END OF DAY July 31st** will be placed in a *Pending Data* status on August 1, 2020, and the program funding will be suspended for 6 months.
- To be eligible to receive funding again, the program must submit the required data within the 6 month suspension timeframe.

Provider Dashboard

DASHBOARD

POLICIES

RESOURCES



Test Site Only - No Official Data Present

Provider: Sample Test Institution

ID: 2744 FEIN: 123457698 Status: Active

Program Locations highlighted below require federal reporting of student data.

This message will appear during the entire reporting period of 07/01/2020-07/31/2020.

Provider Action Needed

Users

Provider Locations

Programs

Provider Action Needed

Once logged into the INTraining portal, training providers will automatically be directed to their ***Dashboards***. Navigate to the the ***Programs*** tab to view a list of all programs associated with the training provider.

Program Location:

saravanan 1 (ProgramLocation)

Program Location ID:

10000699

Provider Location:

Sample Provider 4
Indianapolis, Indiana (Marion)

Comments:

This program location is being placed in Information Requested status for failing to complete the Annual Review. The program location will be placed in Terminated status if the Annual Review is not completed in 60 days.

[View Details →](#)

List of Main Programs

Provider: Sample Test Institution

ID: 2744 FEIN: 123457698 Status: Active

Main programs which have program locations that require federal reporting will show the **Federal Reporting Due** indicator. Once federal reporting is successfully completed for each required program location this indicator will disappear.

Provider Action Needed

Users

Provider Locations

Programs

Programs

[+ Add Program](#)

Show 25 entries

Search:

Title Of Training	Main Program ID	Notifications	Program Locations
accounting	5753	 Federal Reporting Due	1
Projectisjoboffered	10001579		1
CredentialPgeSearch			1

Select the **Title of Training** of the program you wish to complete Federal Reporting.

Program Locations Associated with Selected Main Program

DASHBOARD

POLICIES

RESOURCES



Provider: Sample Test Institution / Program Page

Program: accounting

ENABLE EDITING

Red highlighted program locations with the **Federal Reporting Due** indicator require federal reporting submission. This indicator will be removed after you have successfully submitted your federal reporting for the program location. If there are multiple locations with the indicator, you will have to complete federal reporting for each location.

Program Locations highlighted below require federal reporting of student data.

Main Program ID: 5753

Program Locations

Location ID	Status	Program Location	Address	City	Zip	Federal Reporting
10889	Staff Approved	accounting Sample Provider 4	254 Main Street	Indianapolis	46202	 Federal Reporting Due

Provider

Summary

Cost

Program Locations

Credentials

Admissions

Supporting Files

Select the **Program Location** of the program you wish to complete Federal Reporting.

POLICIES RESOURCES

SUBMIT FEDERAL REPORTING

Program Location Student Data Tab

DASHBOARD

POLICIESRESOURCES

Test Site Only - No Official Data Present

Provider: Sample Test Institution / Program: accounting / Program Location Page

Program Location

Program Location ID: 10889

STAFF APPROVED

Program Name: accounting

Provider Location: Sample Provider 4

EDIT MAIN PROGRAM

This program location requires federal reporting of student data.

Provider

Summary

Credentials

Related Occupations

Performance

Funding

Student Data

Federal Reporting

Supporting Files

Comments

Student Data

Upload File: Choose File No file chosen

+ Add Student

Search:

Show 5 entries

First Name	Last Name	DOB	S
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Showing 0 to 0 of 0 entries

Student Data Files

Files

Edit

Delete

PreviousNext

Navigate to the **Student Data** tab.

To add student data, training providers can either manually add each student by selecting **Add Student** or upload a .csv Excel file through the **Upload File** option. For more detail, please refer to the *Student Data Submission Manual* and *Student Data Submission Template* located at INTrainingDWD.org on the *Training Provider* page under *Resources*. Student data may also be added manually or indicated that there is no data to report from the **Federal Reporting** tab (please see next slide).

Program Location Federal Reporting Tab, Continued...

DASHBOARD

POLICIES

RESOURCES



Provider: Sample Test Institution / Program: accounting / Program Location Page

Program Location

Program Location ID:

10889

STAFF APPROVED

Program Name:

accounting



Provider Location:

Red highlighted students have no completion data and have been enrolled past the length of their program. The below message will appear if there are any students highlighted red. You must edit all red highlighted students and confirm their enrollment status. Once confirmed, the student will no longer be highlighted red.

Students showing on the **Federal Reporting** tab are ALL the students that have been reported by the training provider as served during the program year. To add assessment results, click *Assessment*. To edit other student information, click *Edit*. To add additional students, click *Add Student*.

Please edit the student info on all the students highlighted in red and make sure you verify the enrollment status!

Show **All** entries

First Name	Last Name	DOB	Entry Year	Entry Date	Completion Date	Enrollment Status	Complete	Assessment	Assessment Info	Student Info	Delete
test	test	01/01/1987	2019	7/1/2018	7/1/2019	Completed Program	YES		Assessment	Edit	
test	test	02/06/1999	2018	1/1/2018		Currently Enrolled		Assessment	Edit		

Showing 1 to 2 of 2 entries

Previous

1

Next

Provider

Summary

Credent

Related Occupations

Performance

Funding

Student Data

Federal Reporting

Supporting Files

Comments

Program Location Federal Reporting Tab, Continued...

DASHBOARD

POLICIES RESOURCES





Test Site Only - No Official Data Present

Provider: Sample Test Institution / Program: accounting / Program Location Page

EDIT MAIN PROGRAM

Program Location

Program Location ID: 10889 **STAFF APPROVED**

Program Name: accounting    

Provider Location: Sample Provider 4

This program location requires federal reporting of student data.

- Provider
- Summary
- Credentials
- Related Occupations
- Performance
- Funding
- Student Data
- Federal Reporting**
- Supporting Files
- Comments

Federal Reporting

Show **All** entries

First Name	Last Name	DOB
test	test	01/01/1

Showing 1 to 1 of 1 entries

When there are no longer students highlighted red, and you have verified all students served during the required time period are accounted for on the federal reporting tab and have ensured that all data entered is accurate, click the **Submit Federal Reporting** button. This action MUST be taken for federal reporting submittal completion.

☐ I hereby certify, as an authorized representative of the said training institution, that the above statements and all information are accurate and true. False statements will deem my organization ineligible to provide services under Section 122 of the Workforce Innovation and Opportunity Act of 2014.

SUBMIT FEDERAL REPORTING

Program Locations Associated with Selected Main Program

DASHBOARD POLICIES RESOURCES

Test Site Only - No Official Data Present

Provider: Sample Test Institution / Program: accounting / Program Location Page

Program Location

Program Location ID: 10889 **STAFF APPROVED**

Program Name: accounting

Provider Location: Sample Provider 4

EDIT MAIN PROGRAM

This program location requires federal reporting of student data.

Provider

Summary

Credentials

Related Occupations

Performance

Funding

Student Data

Federal Reporting

Supporting Files

Comments

Federal Reporting

No student was served during the reporting period.

☐ I hereby certify, as an authorized representative of the organization, that the information provided is true and accurate, and that the organization will deem my organization ineligible to provide services under Section 122 of the Workforce Innovation and Opportunity Act of 2014.

+ Add Student

SUBMIT FEDERAL REPORTING

Navigate back to the **Programs Locations** tab by selecting the main program.

Then select the **Programs Location** tab.

Complete the data reporting steps (slides 5-9) for any additional program locations that are highlighted red and have the **Federal Reporting Due** indicator.

DASHBOARD POLICIES RESOURCES

Provider: Sample Test Institution / Program Page

Program: accounting

ENABLE EDITING

Program Locations highlighted below require federal reporting of student data.

Provider

Summary

Program Locations

Credentials

Admissions

Supporting Files

Program Locations

Location ID	Status	Program Location	Address	City	Zip	Federal Reporting
10889	Staff Approved	accounting Sample Provider 4	254 Main Street	Indianapolis	46202	Federal Reporting Due

Provider Dashboard

DASHBOARD

Once all program locations for each main program have had federal reporting completed, navigate back to the **Programs** tab by selecting the **Dashboard** button and then the **Programs** button.

This banner will continue to appear during the entire reporting period of 07/01/2020-07/31/2020.

Provider: Sample Test

ID: 2744 FEIN: 123457698 Status: Active

Program Locations highlighted below require federal reporting of student data.

Provider Action Needed

Users

Provider Locations

Programs

Programs

+ Add Program

Show 25

Search:

Title Of Training	Main Program ID	Notifications	Program Locations
accounting	5753	! Federal Reporting Due	1
Projectisjoboffered	10001579		1
	10001578		1
ProgramTestFor viewComments	10001554		1

Be sure to view all pages.

Showing 1 to 25 of 120 entries

Previous 1 2 3 4 5 Next

Still seeing the **Federal Reporting Due** indicator on the Dashboard?

1. Does the **Federal Reporting Due** indicator still appear? Select the *Title of Training* for the program that requires reporting.

Title Of Training	Main Program ID	Notifications	Program Locations
accounting	5753	Federal Reporting Due	1

2. From the *Program Location* tab, select the **Program Location** that requires reporting. You will have to complete the following steps for each location listed on this screen that has the **Federal Reporting Due** indicator.

Provider		Program Locations				
Summary						
Cost						
Program Locations						
Location ID	Status	Program Location	Address	City	Zip	Federal Reporting
10889	Staff Approved	accounting Sample Provider 4	254 Main Street	Indianapolis	46202	Federal Reporting Due

3. From the **Program Location** page, go to the *Federal Reporting* tab.

Summary	Credentials	Related Occupations	Performance	Waiver	Funding	Student Data	Federal Reporting	Comments
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4. You must certify and click **Submit Federal Reporting** for the **Federal Reporting Due** indicator to disappear for that program location. Once this is complete for each location, the indicator will disappear on the Dashboard. You will not be able to select this if the following steps have not been completed.

I hereby certify, as an authorized representative of the said training institution, that the above statements and all information are accurate and true. False statements will render my organization ineligible to provide services under Section 122 of the Workforce Innovation and Opportunity Act of 2014.

SUBMIT FEDERAL REPORTING

Federal Reporting Tab

The *Federal Reporting Tab* displays all students the training provider has entered for the program year and any students entered in previous years that are still enrolled.

- No students were served: If no students were served during the program year and there are no students still enrolled from previous years, this must be indicated. Please refer to slide 6.
- Students served: All students served during the program year must be displayed on this tab. Please ensure each student is listed on this tab and that all data for each student is accurate. Please refer to slides 5 and 7.
- Red highlighted students: For each student you must select his or her record, review the data, and confirm its accuracy. Please refer to slides 7 and 8.

These steps **MUST** be completed for each **program location** that displays the **Federal Reporting Due** indicator.



Questions?

INTraining@dwd.in.gov

INTrainingDWD.org